



# USAID | HONDURAS

DEL PUEBLO DE LOS ESTADOS  
UNIDOS DE AMÉRICA

**SOLICITATION NUMBER:** 72052223R100023  
**ISSUANCE DATE:** September 22, 2023  
**CLOSING DATE/TIME:** October 12, 2023 (Midnight Local Time - Tegucigalpa, Honduras)  
**SUBJECT:** Solicitation for a Cooperating Country National (CCN) Personal Service Contractor (PSC) - *Local Compensation Plan* to serve as a **USAID Development Assistance Specialist (Localization Advisor)**.

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under a Cooperating Country National (CCN) Personal Services Contract (PSC) contract as described in this solicitation.

Offers must be submitted in accordance with **Section IV – Submitting and Offer** of this solicitation. Offerors should retain copies of all offer materials for their records. *Please refer to the **Suggested Checklist** shown on the last page of this solicitation to make sure all the required documentation and information for a proper submission of your application is included.* Incomplete, applications or submissions received after the closing date and time specified will *not* be considered.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to [TEGUCIGALPAHR@usaid.gov](mailto:TEGUCIGALPAHR@usaid.gov).

Sincerely,

**Alejandro P. Mora**  
**Contracting Officer**

**I. GENERAL INFORMATION**

**1. SOLICITATION NO.:** 72052223R100023

**2. ISSUANCE DATE:** September 22, 2023

**3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:**

October 12, 2023 (Midnight Local time, Tegucigalpa, Honduras)

**4. POINT OF CONTACT:**

USAID/Honduras – Human Resources Office:

E-mail: [TEGUCIGALPAHR@usaid.gov](mailto:TEGUCIGALPAHR@usaid.gov)

**5. POSITION TITLE:** USAID Development Assistance Specialist (Localization Advisor).

**6. MARKET VALUE:** In addition to a generous benefits package, compensation will be negotiated in accordance with AIDAR Appendix J and the Local Compensation Plan (LCP) of USAID/Honduras within the listed market value range for the **FSN-12** grade, which is equivalent to *L. 1,161,325.00– L. 1,974,250.00*.

**7. PERIOD OF PERFORMANCE:** Employment under this contract is of a continuing nature, estimated start date will be contingent upon the successful outcome of a security and medical clearance of the selected candidate.

**8. PLACE OF PERFORMANCE:** Tegucigalpa, Honduras. USAID/Honduras, Mission Director Office.

**9. ELIGIBLE OFFERORS:** All interested candidates. All applicants must be a citizen of the country, or a non-country citizen lawfully admitted for permanent residence in the cooperating country and must have the required work permit or documentation that allows the applicant to work legally in the country in order to be eligible for consideration.

**10. SECURITY LEVEL REQUIRED:** CCNPSC standard clearance.

**11. STATEMENT OF DUTIES:**

**1. General Statement of Purpose of the Contract:**

The Development Assistance Specialist (Localization Advisor) is in the Office of the Mission Director at USAID/Honduras and is supervised by the Mission Director or his or her designate.

The Localization Advisor serves as the Mission’s expert on local capacity strengthening and is responsible for coordinating the Mission’s efforts to work with local partners. The Advisor will work with all offices across the Mission to implement locally led programming and promote the use of local systems to achieve development objectives.

The Advisor provides strategic information, mentoring, and advice to technical, program, and support offices within USAID/Honduras on the integration of locally led development initiatives. The Advisor will ensure that strategy development and project and/or activity design will promote the involvement of local organizations. S/he will serve as a Contract Officer’s Representative/Agreement Officer’s Representative (COR/AOR) or Activity Manager and provide senior-level programmatic and technical guidance to the planning, implementation, and monitoring of localization-related programs. The Advisor will also coordinate efforts to build the capacity of local organizations when appropriate in financial management, monitoring and reporting.

In addition, s/he provides information and guidance to US Government (USG) interagency counterparts and other stakeholders (i.e., implementing partners, donors, non-governmental organizations (NGOs), private sector, and Government of Honduras) on the integration of USAID's localization agenda into program planning, implementation, and reporting. The Advisor serves as the mission's public advocate and thought leader at the global and country level, leveraging USAID's authority, partnerships, voice, and the power of example to catalyze a broader shift to locally led development. He or she will also lead efforts to identify local organizations as potential partners.

**2. Statement of Duties to be Performed:**

**Conduct external outreach and knowledge sharing about the Mission's approach to locally led development for the purpose of increasing and diversifying USAID's local partner base (50% of time)**

- Serve as a resource for local organizations interested in beginning or increasing their relationship with USAID.
- Connect local partners with DC/based resources like Learning Lab and WorkwithUSAID.org to ensure appropriate messages and resources are reaching the mission's local partners.
- Perform outreach to identify new potential local partners.
- Leverage local knowledge in support of other USAID initiatives such as private sector engagement.
- Serve as the Contracting Officer Representative (COR) on the local partner capacity development mechanism and/or other mechanisms involving outreach to and support of local organizations.
- Advocate at the country, regional and Agency levels for the broader shift to locally led development.
- Work with the mission's local partner unit to support and strengthen the capacity of local partners in the area of USAID operational policy, monitoring, evaluation, and learning. Serve as the USAID Honduras point of contact for current and future local partners particularly to orient them to USAID operations and policy.

**Lead the Mission's internal initiatives to deepen locally led development (25% of time)**

- Lead Localization initiatives under the Mission Localization framework and implementation plan and in line with Agency guidance and monitor progress against established goals or objectives.
- Orient mission staff on the Agency's policies and best practices regarding locally led development, local partner capacity strengthening, and local-systems practice.
- Lead USAID staff with expert advisory services to deepen local engagement around the program cycle, including activity and strategic design, implementation, monitoring, evaluation, and learning.
- Provide recommendations on evaluation scopes of work which deepen local engagement within the performance assessments of USAID activities.
- Develop and maintain an up-to-date database of local partners, local subs and local consultants that can be leveraged across the mission for locally lead engagement and learning.

**Coordinate the Mission's response to Agency reporting requirements and knowledge around Locally led Development (25% of time)**

- Liaise with stakeholders in USAID/DC tasked with supporting locally led development and systems practice to keep abreast of the latest Agency developments and share USAID/Honduras lessons learned.
- Track Localization developments and communicate Mission progress with DC-based points of contact and the Localization Community of Practice.
- Respond to DC-based data calls around for Localization information and, when possible, share high-quality examples with the Localization Community of Practice.
- Ensure Mission's efforts to promote locally led development are captured in key reporting documents like the Country Development Cooperation Strategy, Operational Plan, Performance Management Plan, Mission Resource Request, and Performance Management Plan.

*The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.*

**B. Supervisory Relationship:**

The Localization Advisor is supervised by the Mission Director or his or her designate. The supervisor makes assignments in terms of overall objectives and resources available; however, the Advisor has wide latitude in planning her/his work schedule, and independently performs all assigned duties and responsibilities. Completed work is reviewed in terms of achievement of Agency and program/project/ activity goals, effectiveness in meeting cooperating country and USAID objectives, and integration with other initiatives in the Office and Mission portfolio.

**C. Supervisory Controls:**

Formal supervision of other Mission staff is not contemplated though the Advisor frequently leads multi-sector teams and coordinates their efforts to achieve Mission objectives.

**12. PHYSICAL DEMANDS:**

Moderate. The Advisor will be working in a lot of unprecedented situations with new USAID partners. This may be more stressful than working in familiar situations with established partners.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

**EDUCATION:** Completion of a Bachelor's degree in governance, Administration, Public Policy, Social Sciences, Organizational Development, or a related field is required. **Applicants possessing higher level degrees are also strongly encouraged to apply.**

**PRIOR WORK EXPERIENCE:** Minimum of seven (7) years of professionally responsible experience in international development and/or assistance field in general. Must have at least three (3) years' experience of implementing and managing local capacity building/strengthening activities with international organizations, NGOs, civil society, and/or bi-/multilateral organizations. **Those candidates with additional professional experience relevant to the position are strongly encouraged to apply.**

**LANGUAGE PROFICIENCY:** Level IV (fluent) English, both oral and written, and Spanish proficiency is required. **This will be tested.**

**JOB KNOWLEDGE:** The position requires an advanced level of knowledge in the fields of development, and development programming. Requires an extensive knowledge of the Honduran economic, political, and cultural characteristics, history, and mechanisms, as well as familiarity with organizations working in development sectors in Honduras. Knowledge or the potential to gain knowledge of USAID policies and procedures, U.S. laws/legislation dealing with USG assistance programs.

A thorough knowledge of the principles and best practices for monitoring, implementation modalities, and evaluation of development projects and programs is required. A comprehensive knowledge or potential to acquire such knowledge, in regulations, procedures and documents relating to strategic and program planning, activity design, impact assessment and monitoring & evaluation requirements.

**SKILLS AND ABILITIES:** The Advisor must have very strong analytical abilities and the ability to cultivate and maintain constructive relationships with high level officials of the U.S. Embassy, Government of Honduras, other donor agencies, and the private sector. Ability to anticipate issues and to provide well thought out recommendations on development and program issues especially as they relate to working with local organizations. Very strong ability to write logically and convincingly. Leadership and management are important as the Advisor may frequently lead multi-sector teams in coordinate efforts to increase the number of local partners.

Additionally, the Advisor must have ability to:

- develop timelines for accomplishment of goals with clear objectives and benchmarks.
- convey complex policy and procedural requirements to client and colleagues and host country counterparts.
- adapt rapidly to changing program priorities and deadlines and recommend appropriate adjustments as needed.
- analyze and interpret policies and guide stakeholders in the application thereof.
- analyze complex problems and develop options and recommendations for resolving them; and work effectively in a team environment, and to achieve majority agreement on policy, project, and administrative matters.

**III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer (CO) reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Candidates that meet the minimum requirements, as outlined in this solicitation, will be evaluated and ranked based on the following adjectival evaluation criteria and characteristics:

EVALUATION CRITERIA / ADJECTIVE DEFINITION	
<b>Exceptional</b>	<ul style="list-style-type: none"> <li>– A comprehensive and thorough application of exceptional merit.</li> <li>– Candidate meets and fully exceeds the Government expectations and presents very low risk or no overall degree of risk of unsuccessful contract performance.</li> <li>– Strengths significantly outweigh any weaknesses that may exist.</li> </ul>
<b>Very Good</b>	<ul style="list-style-type: none"> <li>– A candidate demonstrating a strong grasp of the requirements of the position.</li> <li>– Candidate meets position requirements and presents a low overall degree of risk of unsuccessful contract performance.</li> <li>– Strengths significantly outweigh any weaknesses that exist.</li> </ul>
<b>Satisfactory</b>	<ul style="list-style-type: none"> <li>– A candidate demonstrating a reasonably sound application and a good grasp of the position requirements.</li> <li>– Candidate meets position requirements and presents a moderate overall degree of risk of unsuccessful contract performance.</li> <li>– Strengths outweigh weaknesses.</li> </ul>
<b>Marginal</b>	<ul style="list-style-type: none"> <li>– The candidate shows a limited understanding of the requirements.</li> <li>– Candidate meets some or most of the position requirements but presents a significant overall degree of risk of unsuccessful contract performance.</li> <li>– Weaknesses equal or outweigh any strengths that exist.</li> </ul>
<b>Unsatisfactory</b>	<ul style="list-style-type: none"> <li>– The candidate does not meet the position requirements.</li> <li>– Presents an unacceptable degree of risk of unsuccessful contract performance.</li> <li>– Deficiencies and significant weaknesses demonstrate a lack of understanding of the Government’s needs.</li> <li>– Weaknesses and or deficiencies significantly outweigh any strengths that exist.</li> </ul>
<b>Neutral</b>	Not applicable.

Applicants meeting the above required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed. USAID/Honduras reserves the right to conduct interviews with the most highly ranked applicants and make the interview a deciding factor in selection.

#### IV. **SUBMITTING AN OFFER**

Applicants must follow these instructions when applying to USAID/Honduras' vacant positions.

1. Eligible Offerors are required to complete and submit the following, all included in one single PDF file:
  - a) Cover Letter
  - b) A current resume or curriculum vitae in English;
  - c) Any other documentation such as diplomas or proof of the education requirement listed on **Section II** of this solicitation.
2. Offers must be received by the closing date and time specified in **Section I, Item 3**, and submitted to: [TEGUCIGALPAHR@usaid.gov](mailto:TEGUCIGALPAHR@usaid.gov)
3. Offeror submissions must clearly reference in the e-mail *Subject Line* the following:  
"USAID Development Assistance Specialist (Localization Advisor) – SOL No. 72052223R100023".

The US Mission in Tegucigalpa, Honduras provides Equal Opportunity Employment (EEO) and fair and equitable treatment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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See <https://www.usaid.gov/honduras> for additional information on USAID's work and programs.

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#### V. **LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the CO, or his/her/their designee, informs the successful Offeror about being selected for a contract award, instructions will be provided about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Completed DS-174 – Employment Application for LE Staff or Family Member form;
2. Copy of the Honduran ID card;
3. Copy of the Driver's License if available;
4. Croquis of the current home address;
5. An original and current "Constancia de Antecedentes Policiales" from the División Policial de Investigaciones (DPI);
6. An original and current "Constancia de Antecedentes Penales" from the Honduran Court System;
7. Copy of Passport if available;
8. Copy of latest Education Degree (as applicable);
9. Two residential bills to verify current home address;
10. Credit Report from EQUIFAX;
11. Security Questionnaire For Locally Engaged Staff (English or Spanish);
12. Passport size photo; and
13. FSN Medical History and Examination form

All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.

Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

**BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

- **Bonuses:** Christmas Bonus, Vacation Bonus, and 14<sup>th</sup> Month Bonus.
- **Medical, Optical, Dental, and Life Insurance.** The Mission will contribute with a percentage of premiums for employee's life and medical insurance and a percentage of the premiums of the medical insurance for dependents. Percentages will be determined based on the employee's grade and number of dependents as stated under the Local Compensation Plan (LCP).
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- **Local Retirement Plan.** The Mission contributes 10% from the employee's Basic Annual Salary and the employee a minimum of 5% of the Basic Annual Salary. Age eligibility requirement to be enrolled in the plan: Minimum entry age: 18; Maximum entry age: 55.
- **Annual Leave according to the following:**

Completion of 1 year	112 Hours (14 working days)
Completion of 2 years	120 Hours (15 working days)
Completion of 3 years	136 Hours (17 working days)
Completion of 4 years or more	184 Hours (23 working days)
- **1040 hours of Sick Leave per calendar year.**
- **Entitlement of American and Local Holidays.**

**VI. TAXES**

Employees are expected to pay each just financial obligation in a proper and timely manner, especially one imposed by law, such as local taxes. In this context, "in a proper and timely manner" means in a manner which does not, under the circumstances, reflect adversely on the U.S. Government as the employer. If an employee refuses or fails to pay his/her financial obligations, this will constitute valid grounds for separation, without liability for severance or notice on behalf of the U.S. Government.

U.S. Citizens/U.S. Residents under Cooperating Country National Personal Services Contracts (CCN PSC) are subject to U.S. tax withholding (federal income taxes, OASDI, and Medicare). U.S. taxes are deducted in lempira equivalent.

**VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. [USAID Acquisition Regulation \(AIDAR\), Appendix J](#), “Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions”**
2. [Contract Cover Page form AID 309-1](#). Pricing by line item is to be determined upon contract award as described below:

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: Funding Type: Bilateral Appropriation: 7221/221021, 7222/231021 Template: Mission Program Funds Resource Category: 1130007, 1210601, 1150957	1	LOT	\$ TBD	\$TBD at Award after negotiations with Contractor

3. All applicable Acquisition & Assistance Policy Directives/Contract Information Bulletins ([AAPDs/CIBs](#)) for PSCs with Individuals.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the [“Standards of Ethical Conduct for Employees of the Executive Branch”](#) available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.
5. **PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit the [Personal Services Contracts Ombudsman](#) webpage for additional information. The PSC Ombudsman may also be contacted via email at: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov)

**Suggested Checklist for proper submission of information  
and application requirements**

1. Complete Solicitation has been read.
2. Cover Letter
3. Curriculum Vitae in English.
4. Proof of diplomas to support the Education Requirement are included.
5. Application Package converted in **one single** PDF. format.
6. Naming convention for Application Package in **one single** PDF. file is:  
“*First Name, Middle Name, Last Name*”, i.e. “John Allan Doe Smith”.
7. The *Subject Line* on the email reads as follows:  
**“USAID Development Assistance Specialist (Localization Advisor) – SOL No.2052223R100023”**
8. The application package is sent to the email addresses: [TEGUCIGALPAHR@usaid.gov](mailto:TEGUCIGALPAHR@usaid.gov)
9. The full application package must be submitted by **October 12, 2023 (Midnight Local Time - Tegucigalpa, Honduras)**. Application packages submitted after this Closing Date/Time will **not** be accepted.